

SCHOOL IMMUNIZATION AUDIT REPORT INSTRUCTIONS

REMEMBER: SUBMIT AUDIT REPORTS NO LATER THAN JULY 1 OF THE RESPECTIVE ACADEMIC YEAR

A separate report must be filed for each school that is audited. Electronic submission of the IMM-15 audit report is preferred. Please access the online form at https://healthapps.state.nj.us/imm/school_audit_report.aspx to submit the IMM-15 electronically. If you are unable to submit electronically, please scan and email all reports to imm.reports@doh.state.nj.us.

DEMOGRAPHIC: Complete this section in its entirety. All fields are mandatory on the on-line form.

Enter the complete School Name, Annual Immunization Status Report (ASR) School ID, School Type, Grades in School (i.e. K-5), Total School Enrollment, Facility Mailing Address, City, County, School District, School Contact Person, Telephone Number and Email Address.

IMMUNIZATION STATUS TABLES BY GRADE: Select and complete the table(s) respective to the grade(s) you are auditing:

- 1) Childcare/Preschool
- 2) Kindergarten or Grade 1: (*Note: If Kindergarten is the entry level grade in the school and you have new entrants into Grade 1 include the new entrants into Grade 1 in the Transfer table. If Grade 1 is the entry level grade in the school then include all pupils in this table.*)
- 3) Grade 6
- 4) Transfer Pupil: Transfers into any grade including new entrants in Grade 1 (excluding grades audited).
- 5) Special Education with Unassigned Grades: (*Note: This table is optional and may be used to capture information for special education pupils in unassigned classrooms that are the same as pupils in reported grades. If they are in assigned grades, include them in the respective tables for the above grades.*)

1. Date of Audit	Provide date of initial audit visit.
2. Date of Re-Audit/Completion	Provide date of re-audit or provide date of audit completion.
3. Number Surveyed	Enter the total number of pupils surveyed. <i>Note: All pupils surveyed should equal the total number of pupils enrolled since 100 percent of record audits must be conducted.</i>
4. Total Pupils Deficient	Enter the total number of pupils found deficient. Include any pupils excluded from school due to deficiencies.
5. Number Deficient by Vaccine	Enter the total number of pupils that are deficient for each of the vaccinations. <i>Note: Provisional pupils who are missing vaccination should not be considered deficient. In order for a pupil to be admitted provisionally he or she must have at least one dose of each required vaccine and must be actively in process of completing series <u>as rapidly as medically feasible</u>. If the minimum interval to receive the next dose in the series has been exceeded then the pupil is considered out of compliance. These pupils should be included in the total number deficient including each vaccination they are missing.</i>
6. Number of Pupils Excluded	Enter the total number of pupils that were excluded from school due to any vaccine deficiency (including a lack of immunization record).
7. Number of Religious Exemptions	Enter the total number of pupils who have a religious exemption on file during the initial audit and re-audit/completion (if applicable). Count each pupil only once, regardless of whether they have exemptions for multiple antigens. <i>Note: Pupils who have religious exemptions for one or more vaccines are not considered deficient.</i>
8. Number of Medical Exemptions	Enter the total number of pupils who have a medical exemption on file during the initial audit and re-audit/completion (if applicable). Count each pupil only once, regardless of whether they have exemptions for multiple antigens. <i>Note: Pupils who have medical exemptions for one or more vaccines are not considered deficient.</i>

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<p>9. Number of Provisional Pupils</p>	<p>Enter the number of pupils who have been admitted provisionally during the initial audit and re-audit/completion (if applicable). Provisional pupils are defined as pupils who minimally received one dose of all required immunizations AND are in the process of completing the full series within the recommended interval for the next dose in accordance with the Advisory Committee on Immunization Practice's (ACIP) recommended minimum interval catch-up schedule.</p> <p><i>Note: If the minimum interval to receive the next dose in the series has been exceeded then the pupil is considered out of compliance. These pupils should be included in the total number deficient including each vaccination they are missing and not included with the Provisional Pupils.</i></p>
<p>10. Compliance Rate (%)</p> <p><i>*The IMM-15 on-line form will automatically calculate overall and grade compliance rates in the summary report.</i></p>	<p>Manual Calculation: The compliance rate for each grade can be calculated by subtracting the number of pupils found deficient from the total number of pupils surveyed. Divide the difference by the total number of pupils surveyed. Take that number and multiply by 100 to make it a percentage.</p> <p><i>Note: The denominator remains the same as the initial audit for re-audit/audit completion.</i></p> <p>Initial Audit Example: Total Deficient = 2, Total Surveyed = 20 Step 1: $20 - 2 = 18$ Step 2: $18 \div 20 = 0.9$ Step 3: $0.9 \times 100 = 90\%$ (compliance rate) Re-Audit Example: Total Re-Surveyed = 2, Total Deficient = 1 Step 1: $20 - 1 = 19$ Step 2: $19 \div 20 = 0.95$ Step 3: $0.95 \times 100 = 95\%$ (compliance rate) <i>Note: To calculate overall compliance rate of the audited grades, add the total number of deficient pupils in all grades and the total number of pupils surveyed in all grades. Then follow the steps above.</i></p>
<p>LOCAL HEALTH DEPARTMENT AUDITOR INFORMATION</p>	
<p>Enter the name of the reviewer, auditing agency, phone number and email address.</p>	